ClickView®

ClickView 24-7 Cloud
User Manual

Contents

What is ClickView 24-7 Cloud? 3

Where do I find ClickView 24-7 Cloud? 3

How do I locate a programme within ClickView 24-7 Cloud? 4

- Locate a specific programme title 5
- Locate a programme using ClickView 24-7 Cloud search 6

Introduction to editing 7

Introduction to ClickView Cloud Video Editor 8

What is a chapter break? 9

Introduction to Workspace 13

- How do I find Workspace? 13
- Understand your Workspace 13

Share your programme 15

ClickView Technical Support 17

Copyright Notice 17

What is ClickView 24-7 Cloud?

ClickView 24-7 Cloud is a TV recording service that allows you to go back in time up to 14 days and choose from thousands of TV programmes recorded from 24 free-to-air digital channels.

Once you have located programmes to use, ClickView 24-7 Cloud has its own Cloud Video Editor, which allows you crop small portions of a programme or to place labelled chapters within full length programmes.

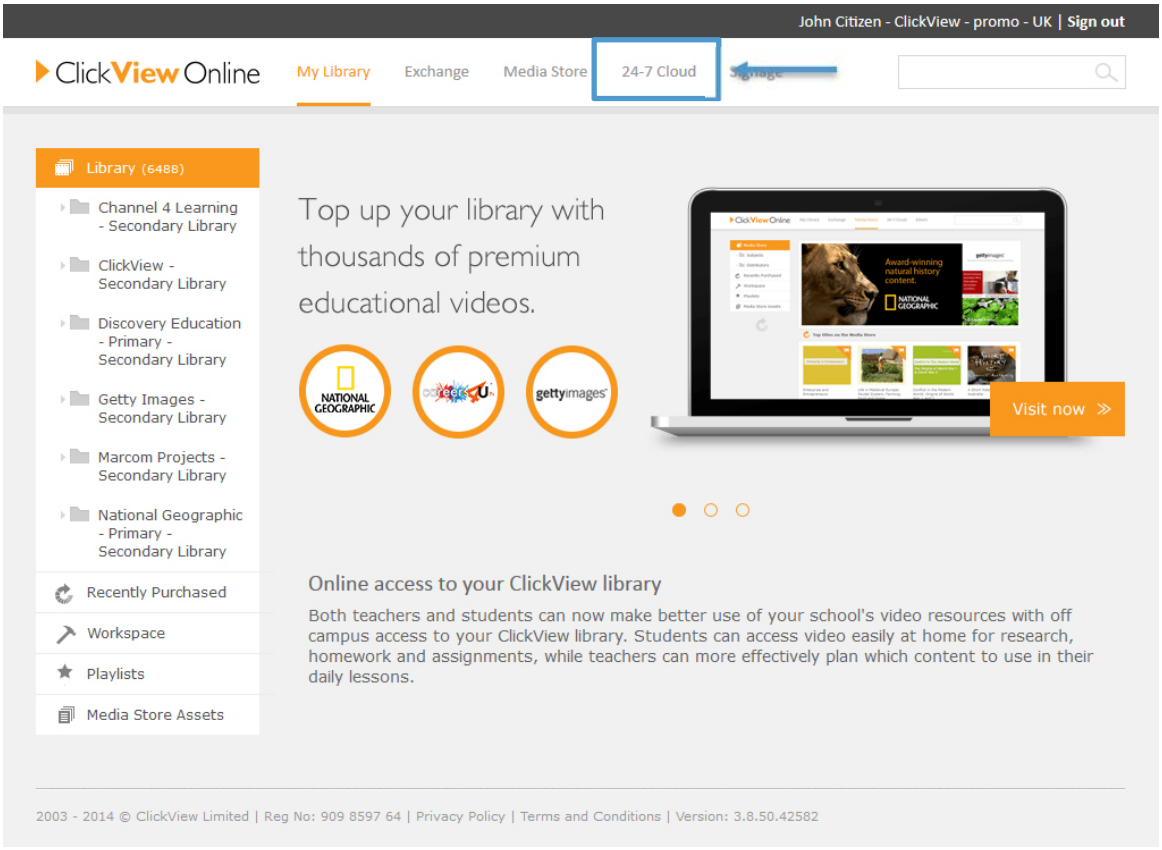
As part of the ClickView 24-7 Cloud, you also get access to your own Workspace within ClickView Online. The Workspace stores your programmes from the ClickView 24-7 Cloud and provides tools to allow you to share these programmes with others within a secure environment.

Where do I find ClickView 24-7 Cloud?

ClickView 24-7 Cloud can be accessed on your ClickView Online account.

To find ClickView 24-7 Cloud:

1. Go to https://online.clickview.co.uk
2. Login with your ClickView Online username and password
3. Click on the “24-7 Cloud” tab, located within the top menu bar next to the “Media Store” tab.


John Citizen - ClickView - promo - UK | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Library (6488)
Channel 4 Learning - Secondary Library
ClickView - Secondary Library
Discovery Education - Primary - Secondary Library
Getty Images - Secondary Library
Marcom Projects - Secondary Library
National Geographic - Primary - Secondary Library
Recently Purchased
Workspace
Playlists
Media Store Assets
Top up your library with thousands of premium educational videos.
Visit now
Online access to your ClickView library
Both teachers and students can now make better use of your school's video resources with off campus access to your ClickView library. Students can access video easily at home for research, homework and assignments, while teachers can more effectively plan which content to use in their daily lessons.
2003 - 2014 © ClickView Limited | Reg No: 909 8597 64 | Privacy Policy | Terms and Conditions | Version: 3.8.50.42582

How do I locate a programme within ClickView 24-7 Cloud?

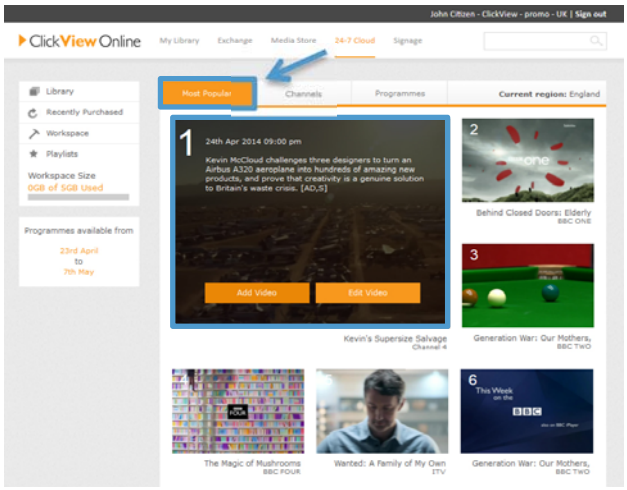
There are several ways to locate a programme using ClickView 24-7 Cloud. You can find programmes by Most Popular, by channel, by programme name or by using the ClickView 24-7 Cloud search feature.

Locate a programme using Most Popular

The dashboard displays most popular programmes by other ClickView 24-7 Cloud users and is the first screen you see once you click on the 24-7 Cloud tab.

To locate a programme from the Dashboard:

1. Go to the “24-7 Cloud” tab
2. Select “Most Popular”
3. Hover your mouse on a programme featured on the page
4. Select “Add Video” or “Edit Video” when prompted

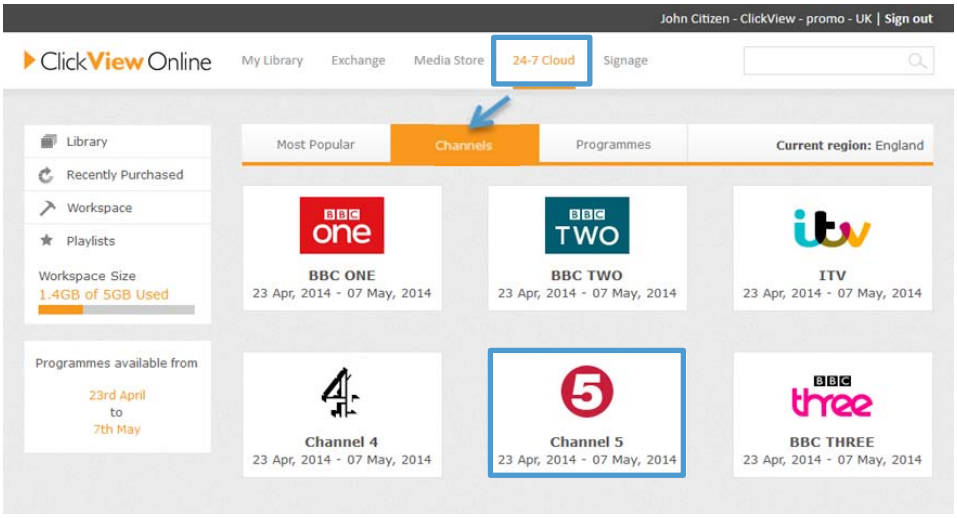


Locate a programme by Channel

This feature allows you to search within specific channels to locate programmes. ClickView 24-7 Cloud has 24 channels for you to choose from.

To search for a particular television programme by channel:

1. Click the “Channels” tab
2. Select channel
3. Choose date
4. Select programme
5. Select “Edit programme” or “Add to Workspace” when prompted

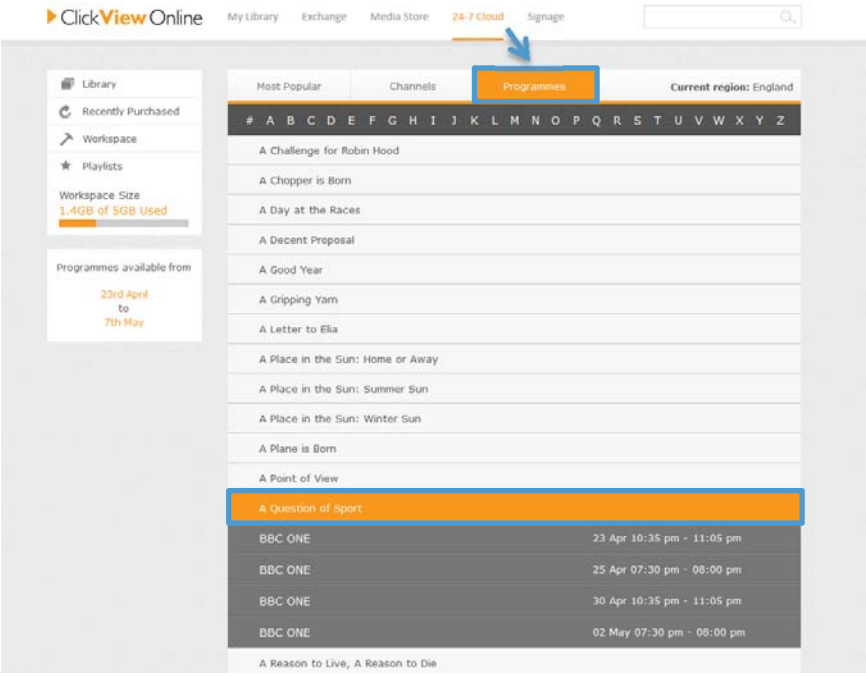


Locate a specific programme title

ClickView 24-7 Cloud has arranged all the available programmes in alphabetical order. Simply choose the first letter of the programme name to see what programmes are available.

To find a programme title:

1. Select the "Programmes" tab.
2. Choose the letter of the alphabet the programme starts
3. Click on the programme title
4. Choose the broadcasting date
5. Select "Edit programme" or "Add to Workspace"

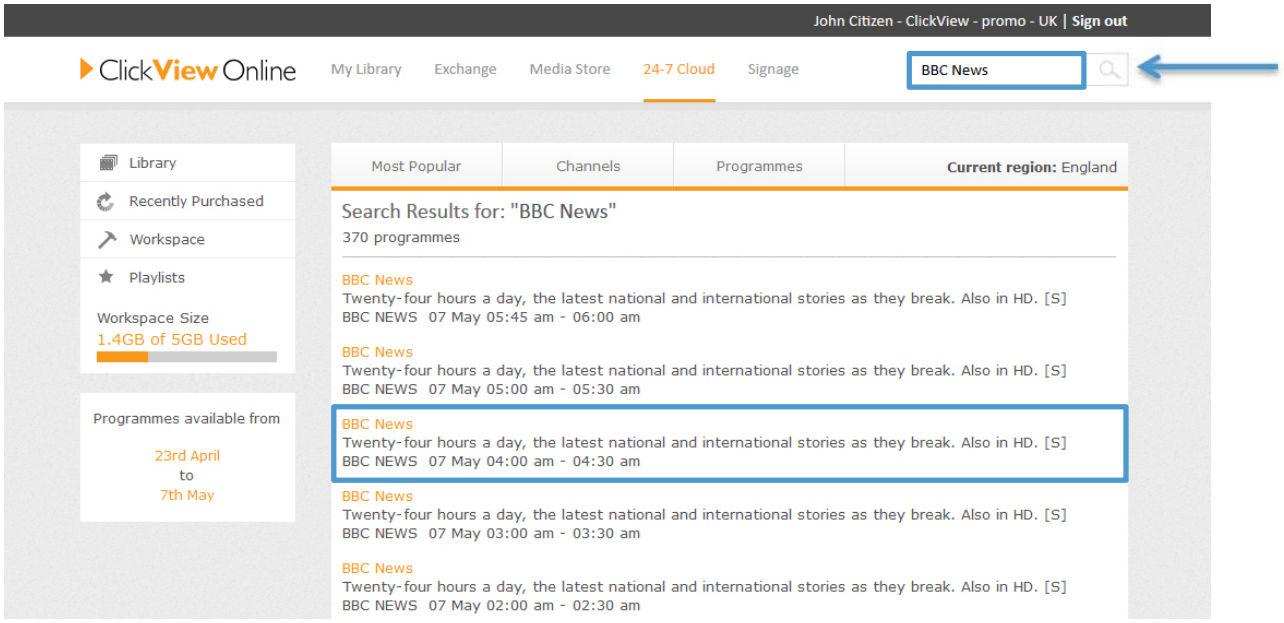

ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
Library
Recently Purchased
Workspace
Playlists
Workspace Size
1.4GB of 5GB Used
Programmes available from
23rd April
to
7th May
Most Popular
Channels
Programmes
Current region: England
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
A Challenge for Robin Hood
A Chopper is Born
A Day at the Races
A Decent Proposal
A Good Year
A Gripping Yarn
A Letter to Elia
A Place in the Sun: Home or Away
A Place in the Sun: Summer Sun
A Place in the Sun: Winter Sun
A Plane is Born
A Point of View
A Question of Sport
BBC ONE 23 Apr 10:35 pm - 11:05 pm
BBC ONE 25 Apr 07:30 pm - 08:00 pm
BBC ONE 30 Apr 10:35 pm - 11:05 pm
BBC ONE 02 May 07:30 pm - 08:00 pm
A Reason to Live, A Reason to Die

Locate a programme using ClickView 24-7 Cloud search

Alternatively, you can search for a particular programme by using the search bar found at the top right hand side of the screen, underneath your sign in details.

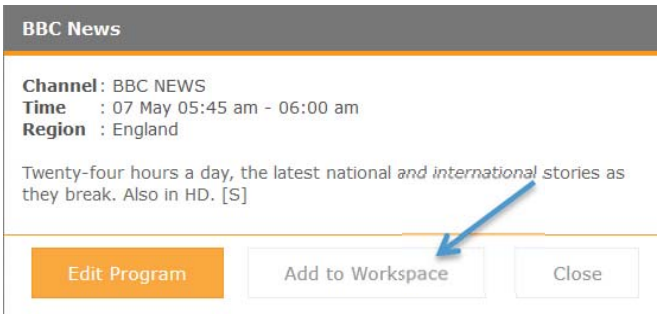
To search for a programme:

1. Type in the programme name in search bar and press
2. Press enter or click the magnifying glass
3. Select the programme
4. Select “Edit programme” or “Add to Workspace” when prompted


John Citizen - ClickView - promo - UK | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
BBC News
Library
Recently Purchased
Workspace
Playlists
Workspace Size
1.4GB of 5GB Used
Programmes available from
23rd April
to
7th May
Most Popular
Channels
Programmes
Current region: England
Search Results for: "BBC News"
370 programmes
BBC News
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
BBC NEWS 07 May 05:45 am - 06:00 am
BBC News
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
BBC NEWS 07 May 05:00 am - 05:30 am
BBC News
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
BBC NEWS 07 May 04:00 am - 04:30 am
BBC News
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
BBC NEWS 07 May 03:00 am - 03:30 am
BBC News
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
BBC NEWS 07 May 02:00 am - 02:30 am

Introduction to editing

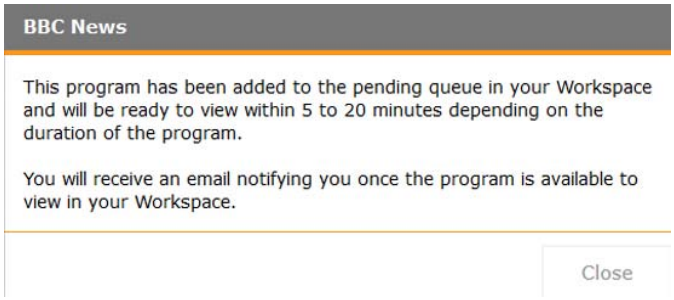
Once you have located your desired programme, ClickView 24-7 Cloud gives you the choice to either “Edit Programme” or “Add to Workspace”


BBC News
Channel : BBC NEWS
Time : 07 May 05:45 am - 06:00 am
Region : England
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
Edit Program
Add to Workspace
Close

Add to Workspace

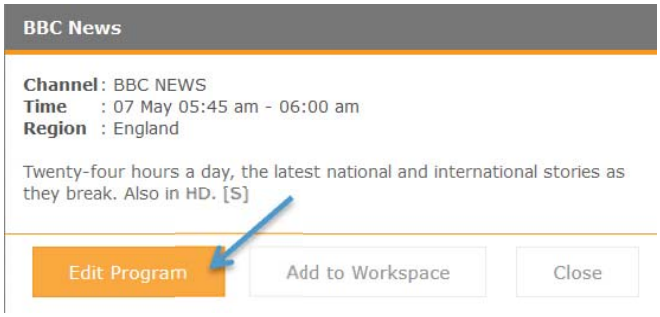
This will send the programme immediately to your Workspace without editing. You will be able to play this programme once it appears in your Workspace. You can also edit this programme at a later date.

You will receive this message below.


BBC News
This program has been added to the pending queue in your Workspace and will be ready to view within 5 to 20 minutes depending on the duration of the program.
You will receive an email notifying you once the program is available to view in your Workspace.
Close

Edit Programme

This will take you to the ClickView Cloud Video Editor where you will be able to place named chapters into your programme or to crop specific sections of a programme. Once complete, the newly edited version of your programme will be added to your Workspace.


BBC News
Channel : BBC NEWS
Time : 07 May 05:45 am - 06:00 am
Region : England
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
Edit Program
Add to Workspace
Close

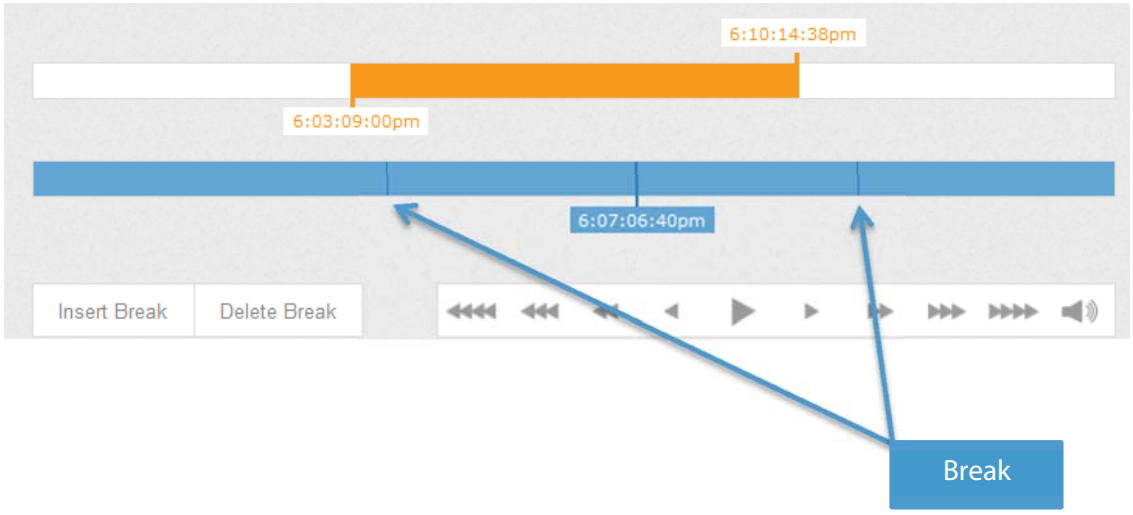
Introduction to ClickView Cloud Video Editor

The ClickView Cloud Video Editor main screen provides the tools required to edit your programme.

1. Programme preview screen – plays programme.
2. Trimming bar (orange) –this bar represents the entire unedited video from start to end. We have already trimmed the start and end of the video 5 minutes in for you. The recordings start and end 5 minutes before and after the scheduled time to allow for over run.
3. Editing bar (blue) – where breaks are placed to create chapters.
4. Time indicator – indicates the time point within the programme.
5. Insert break and delete break buttons – adds and deletes breaks.
6. Fast Forward/Rewind/Play/Pause buttons – allows you to control your programme and move up and down the blue editing bar within the programme in increments of +0.5,+1,+10+60 seconds or -0.5,-1, -10, -60 seconds.
7. Volume control
8. Keystroke editing shortcuts – buttons on your keyboard have been mapped to replicate the +0.5, +1, +10+60 seconds or -0.5,-1, -10, -60 second editing buttons on the screen. This method is generally considered a faster way to edit.
9. Summary – information on the programme automatically provided by ClickView 24-7 Cloud. This can be edited and added to.
10. Chapter tab – this indicates the number of chapters created within a programme.
11. Save – saves your edited programme to your Workspace.

What is a chapter break?

A chapter break is a split that is placed in a programme. Breaks are represented by the addition of a thin vertical line in the blue editing bar of the ClickView Cloud Video Editor. These breaks create chapters.



To edit a programme in ClickView Cloud Video Editor, you will be required to place chapters (made with breaks) within the programme using the blue editing bar.

Insert a break

If you wish to add a break, move your time indicator on the blue editing bar to the desired point in time in the programme, and press "Insert break." The resulting segments are called chapters.

Delete a break

If you wish to delete a break, click on the break you wish to remove and press "Delete break"

Rename a chapter

Go to the Chapters tab, click on the chapter name and enter new chapter name. These new names will be saved when you save your programme to the Workspace.

Delete a chapter

You can delete a chapter by double-clicking on it. It will turn white within the blue editing bar and information about this chapter will be grey when you look in the Chapters tab. This chapter will not be added to the Workspace when saved. You can return a deleted chapter by double clicking on it and making it blue.

Edit a small segment of a programme

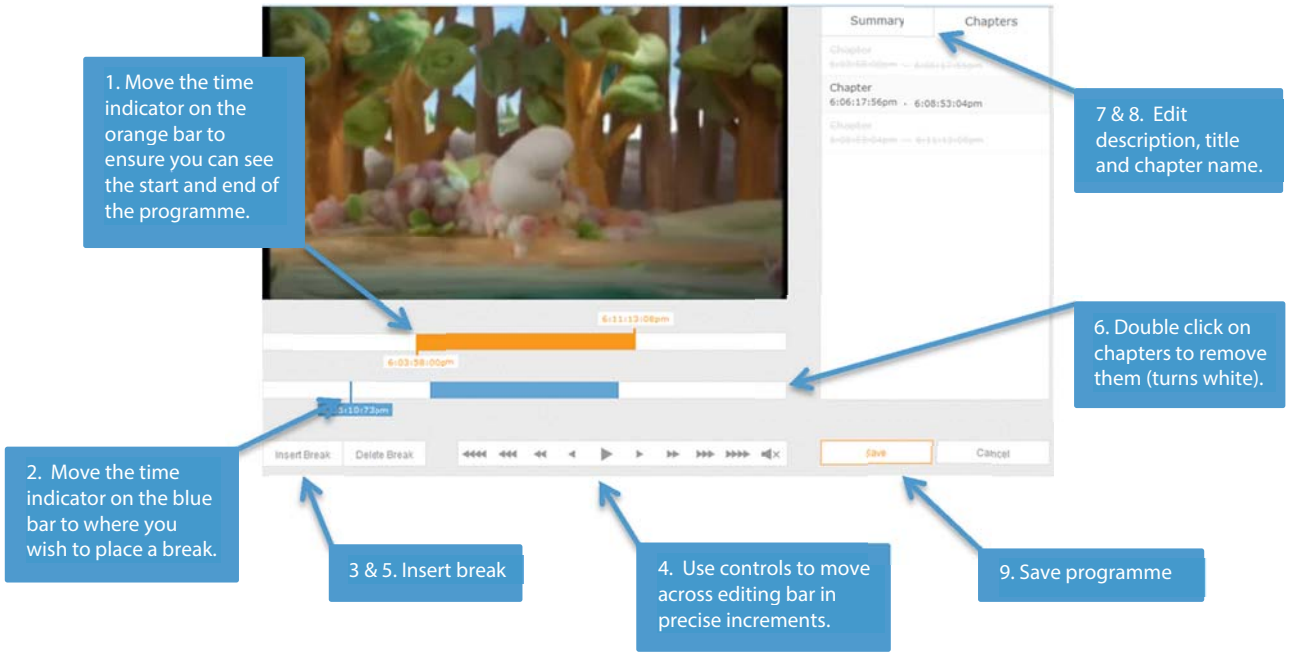
This method is recommended if you wish to extract a single chapter (less than 10 minutes long) from ClickView 24-7 Cloud.

To edit a segment of a programme:

1. Move both time indicators on the orange trimming bar to ensure that you can view the start and end of the programme.
2. Move the time indicator on the blue editing bar to where you wish the chapter to start.
3. Click “Insert Break”
4. Move the time indicator on the blue editing bar to where you wish the chapter to end.
5. Click “Insert Break”

You will now have three chapters.

6. Double click the chapters before and after the chapter you need. They will turn white. This will remove them from your edited programme, leaving the blue chapter, which is your desired piece of programming.
7. Go to Summary and rename your programme title.
8. Rename chapter if desired.
9. Press Save
10. Go to Workspace to wait for programme.


1. Move the time indicator on the orange bar to ensure you can see the start and end of the programme.
7 & 8. Edit description, title and chapter name.
6. Double click on chapters to remove them (turns white).
2. Move the time indicator on the blue bar to where you wish to place a break.
3 & 5. Insert break
4. Use controls to move across editing bar in precise increments.
9. Save programme
Summary
Chapters
Chapter
6:06:17:56pm - 6:08:53:04pm
Insert Break
Delete Break
Save
Cancel

Edit a full programme without commercials

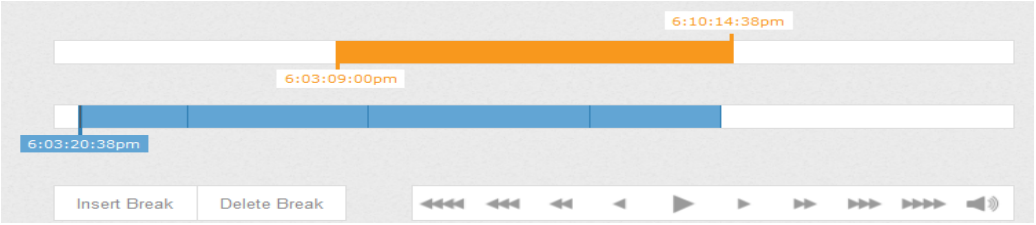
If you intend to use the entire show, you will need to create chapters throughout the programme. Chapters should be between 3-5 minutes long.

To edit a full programme without commercials:

1. Move both the time indicators on the orange trimming bar to ensure you can view the start and end of the programme.
2. Move the time indicator on the blue editing bar to find the exact start of the programme.
3. Click "Insert Break"
4. Move the time indicator on the blue editing bar to find the end of the programme.
5. Click "Insert Break"
6. Double click the sections before and after the programme, turning them white. This will remove them from your edited programme.

You have now defined the beginning and end of the show and removed any broadcasting before or after the programme.

7. Return to the blue editing bar and place time indicator at the start of the first break.
8. Move 3- 5 minutes forward and add another chapter break
9. Repeat process until you reach the last break.
10. Go to Summary and rename your programme title.
11. Rename chapters if desired.
12. Press Save
13. Go to Workspace to wait for your programme.

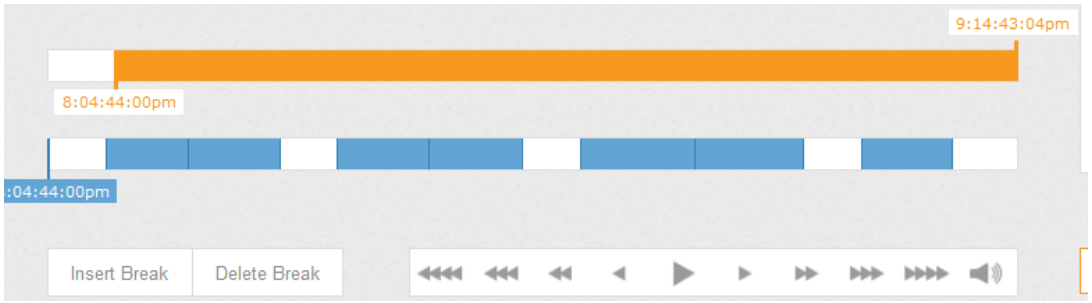


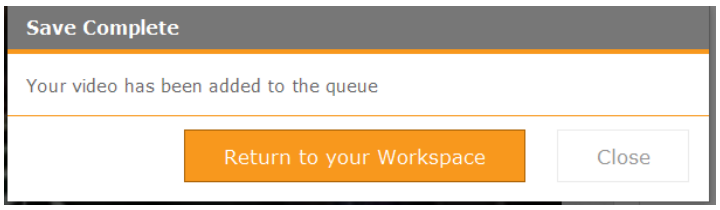
Remove commercials

If your programme has commercials, and you wish to remove them, you will be required to add a break at the start and end of each set of commercials, and delete the resulting chapter.

To remove a commercial:

1. Place breaks on the blue editing bar at the start and end of each of the commercials.
2. Delete the resulting chapter by double clicking on the chapter, making the chapter white.
3. Repeat process with any other commercials.
4. Rename the remaining blue chapters to identify what is occurring within the section of the programme you wish to keep.





Save an edited programme

After you have finished editing, press “Save”. The following message should appear.

Introduction to Workspace

After you save an edited programme from ClickView Cloud Video Editor, it will appear in your Workspace. From this location you can play the programme, edit unedited programmes, create links, embed, download the programme or add to Playlists.

How do I find Workspace?

To locate Workspace:

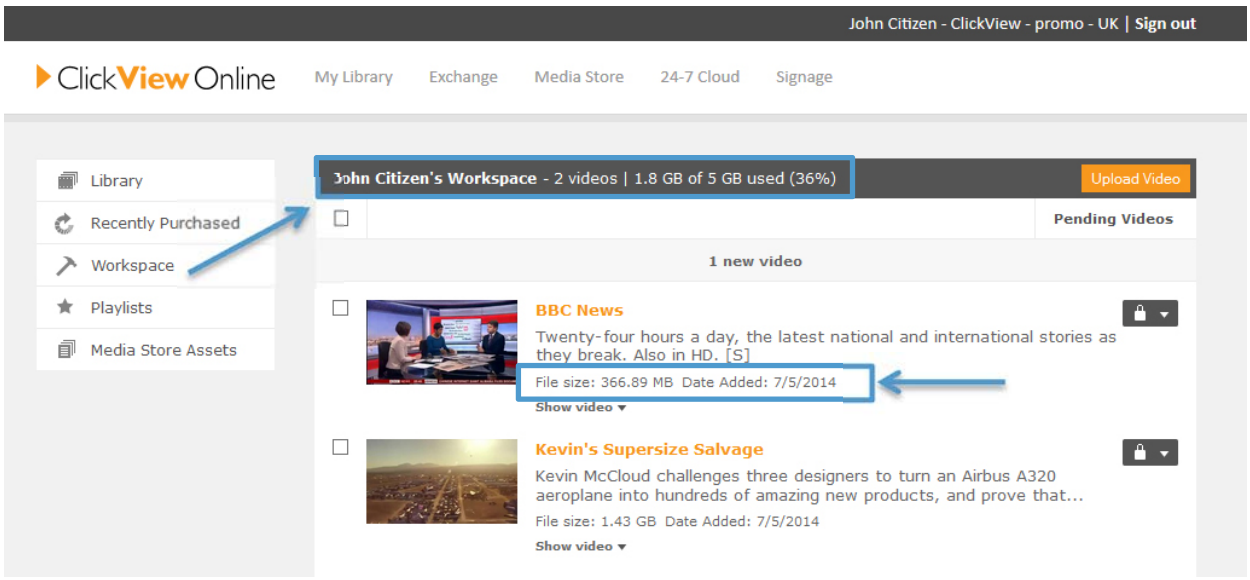
1. Go to ClickView Online http://online.clickview.co.uk
2. Enter your username and password
3. Go to "My Library" tab
4. Click on "Workspace"

Once your programme has been added to your Workspace, it will appear under the "Pending Items" tab. When ready, it will appear in your programme list.

Understand your Workspace

Your Workspace stores programmes from ClickView 24-7 Cloud. The Workspace page indicates the amount of Cloud storage you have to use. The number of programmes and amount of remaining space within the Workspace is also displayed.

Each programme brought into Workspaces indicates its size and the date it was added into the Workspace.


John Citizen - ClickView - promo - UK | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
Library
Recently Purchased
Workspace
Playlists
Media Store Assets
John Citizen's Workspace - 2 videos | 1.8 GB of 5 GB used (36%)
Upload Video
Pending Videos
1 new video
BBC News
Twenty-four hours a day, the latest national and international stories as they break. Also in HD. [S]
File size: 366.89 MB Date Added: 7/5/2014
Show video
Kevin's Supersize Salvage
Kevin McCloud challenges three designers to turn an Airbus A320 aeroplane into hundreds of amazing new products, and prove that...
File size: 1.43 GB Date Added: 7/5/2014
Show video

Play a programme

To play your programme, click on the orange title. It will play automatically.

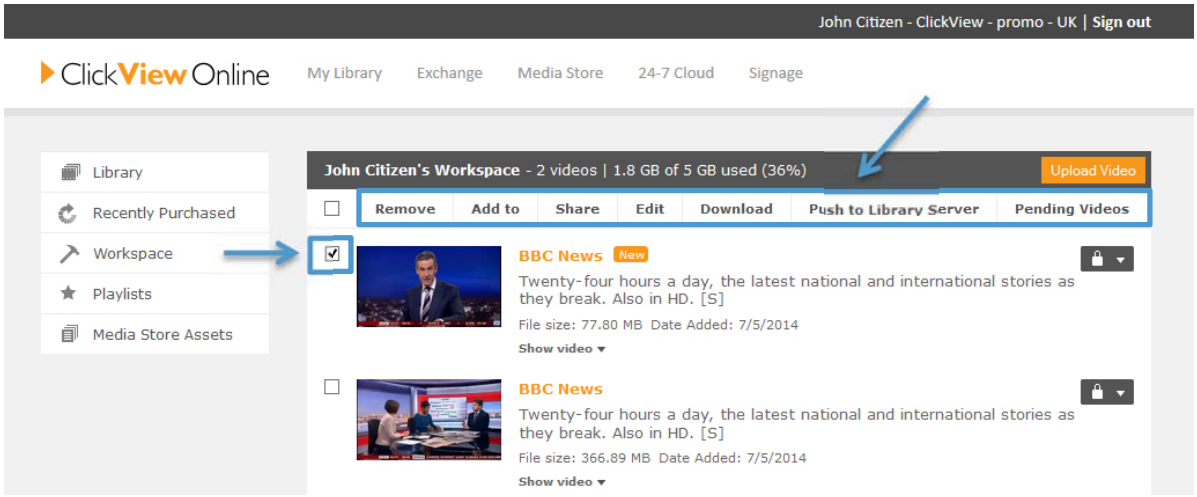
Remove a programme

1. Tick the box next to the programme you wish to remove
2. Click "Remove"

Edit and share your programmes

Workspace provides options to allow you to edit and share your programme.

To find these options tick the box next to the title. Available options will then appear beside the “Remove” button.



Share your programme

There are several ways to share your programme. You can create links, embed, download the programme or place it in your Playlists.

Create a link

1. Tick the box next to the programme you wish to share
2. Click on the Link icon
3. Copy the link
4. Paste link into worksheet, VLE or other document

Embed a link

1. Tick the box next to the programme you wish to share
2. Click on Embed icon
3. Copy the link
4. Paste link into VLE or insert into webpage

Add to Playlist

1. Tick the box next to the programme you wish to share
2. Click on Add to icon
3. Choose which folder you wish to place the programme in or create a new folder
4. Go to “Playlist” tab
5. Share playlist with students and teachers

Download the programme as MP4 (video in a zip file)

1. Tick the box next to the programme
2. Click Download
3. Click ”Download as MP4 zip”
4. Choose to download as MP4
5. Save file to computer, USB stick or removable device
6. Play by double-clicking file

Download a programme as .clk

If you wish to use this function, please ensure the programme is fully edited with chapter breaks before passing it onto your ClickView Manager to add to the ClickView Library Server.

1. Tick the box next to the programme
2. Click Download
3. Click “Download as clk”
4. Save file
5. Deliver file to your school’s ClickView Manager

Edit your programme

Workspace allows you to edit a previously unedited programme using ClickView Cloud Video Editor.

To edit a programme:

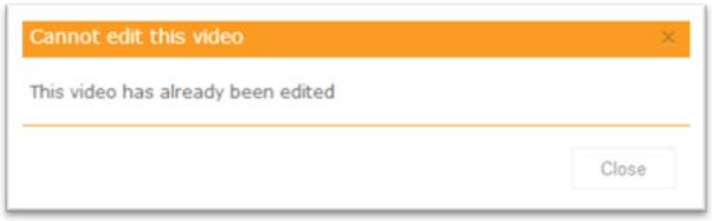
1. Tick the box next to the programme you wish to edit
2. Click on the Edit icon

This will open the ClickView Cloud Video Editor

3. Edit programme
4. Press Save

The newly edited version of the programme will then be added to your Workspace.

Please note: The following screen will appear if you try to edit a previously edited programme.



ClickView Technical Support

For more information go to the ClickView Website www.clickview.co.uk

If you require Technical Support, please contact our team on 01223 327926.

Copyright Notice

Copyright 2014 ClickView Ltd. Company Registration Number 909 8597 64 - All rights reserved. ClickView, ClickView 24-7 Cloud, ClickView Live, ClickView Exchange, ClickView Library Manager, ClickView Player, ClickView Media Store and ClickView Online are trademarks or registered trademarks of ClickView Ltd. in the United Kingdom and/or other countries. All other product and company names mentioned herein may be trademarks or registered trademarks of their respective owners. ClickView reserves the right to change technical specifications and design at any time without notice.